



Standard Operating Procedure			SOP #: SR-0116		
Description:	Spill Reporting & Response				
Department:	Equipment Services, Public Works, Parks			Date Revised:	4/11/2017
Reviewed By:	Greg Beckham	Approved By:	Bill Harkins	Effective Date:	Immediately
Previous Revision Date: 3/1/2016			Original Date Prepared: 3/1/2016		
Job Classification: All Vehicle Operators/Supervisors					

Operational Overview: The initial response and reporting of a spill is the responsibility of the vehicle Operator. All Operators of a City vehicle shall abide by this operating procedure when a spill occurs. A spill can be defined as but is not limited to: oil, diesel, hydraulic fluid, gasoline, grease, paint, cooking oil, asphalt agent, etc. Any hazardous substance spills should be reported to the Mobile Fire Department and the Engineering Department.

Standard Procedural Steps:

1. When a spill occurs, the vehicle Operator must contain the spill using oil spill pads, dirt, leaves or dirt mixture as soon as the spill is discovered. This initial response is to prevent any oil substance discharge from entering the storm water system.
2. Stop the vehicle as soon as possible but do not allow leaking vehicles to be parked in front of the storm drains or waterways. The Operator shall make every effort to contain the spill in a limited area and prevent the spill from entering the storm water system.
3. The Operator shall immediately contact his/her Departmental Supervisor/Crew Chief when a spill occurs.
4. The Supervisor/Crew Chief shall call the Oil Spill Supervisor first and then 311 to ensure appropriate documentation. The Oil Spill Supervisor contact information: **Cell: 709-0084 or Office: 208-2871**
5. The Operator shall remain at the location of the spill until the Supervisor or the Oil Spill Supervisor /personnel have arrived at the spill location and all information has been reported. Spills should never be left unattended. Leaving a spill unattended will result in a disciplinary action.
6. The Departmental Supervisor is responsible for completing the spill reporting form and submitting this document to the Spill Personnel or the Oil Spill Supervisor while on site of the spill.

SHOULD A SPILL REACH THE STORM WATER SYSTEM:

7. Follow steps 1 through 6. If the spilled amount is greater than 5 gallons, the Oil Spill Supervisor shall contact the Environmental Specialist or Environmental Engineering Manager as soon as possible. Environmental Specialist contact information: **Cell: 281-6408 or Office: 208-7594**
8. The Environmental Specialist shall report the spill to National Response Center and the local ADEM field office. The Departmental Supervisor is responsible for completing the spill reporting form and submitting this document to the Oil Spill Supervisor and Environmental Specialist within 24 hours of the spill. If the spill is of unknown origin or not from a Department, the Oil Spill Supervisor will complete the form.



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If the spill is too large for the Spill Crew to handle, the Environmental Specialist shall call an outside spill contractor or the Fire Department Haz-Mat Response Team.

SHOULD A SPILL OCCUR AFTER HOURS OR ON WEEKENDS (AFTER 7 PM)

- The Operator shall follow steps 1 and 6. Any spills reported to 311 after 7 PM and weekends are responded by 911 Operators. The 311/911 Operator shall immediately contact the Oil Spill Supervisor upon notification of the spill. The Oil Spill Supervisor contact information: **cell: 709-0084 or office: 208-2871.**

Note: Failure to address initial spill response in a timely manner (i.e. continuing the operation of a City vehicle even after a spill has been identified) will result in a disciplinary action.

Supervisors are responsible for making sure 1) all vehicles have oil spill pads (available from the Oil Spill Supervisor), 2) their personnel understand and comply with this SOP and 3) the spill reporting form is completed while on site of the spill.